



**DISTRICT OF COLUMBIA COURTS  
POSITION VACANCY ANNOUNCEMENT**

ANNOUNCEMENT NUMBER: 11-05-090	OPENING DATE: 12-06-05	CLOSING DATE 12-28-05	OPEN TO ALL APPLICANTS
POSITION: Case Manager, JS-0303-10 (2) positions	TYPE OF APPOINTMENT: Career Service	SALARY: \$47,755-\$62,086 DC Courts non-judicial employees receive federal retirement and benefits.	
DIVISION: Court Reporting and Recording	LOCATION: 500 Indiana Ave., NW	TOUR OF DUTY: Full-time	

**BRIEF DESCRIPTION OF DUTIES:** The Case Manager reviews Notices of Appeal (NOA) and corresponding jacket entries; initiates the Criminal Justice Act (CJA) voucher for the preparation of required transcripts; monitors all appeal cases to assure that transcripts are being completed within 60 days; submits reports on transcript production and monitors the status of transcript requests/deliveries; takes delivery of completed transcripts from Official Court Reporters and the Transcription Branch, reviewing for appropriate formatting, and coordinates the chronological pagination of each case in accordance with Court of Appeals (COA) Rule 11(2); manages all expedited and emergency appeals; maintains an adequate stock of supplies and schedules preventative maintenance on any equipment essential to the production of transcripts.

**MINIMUM QUALIFICATIONS:** A bachelor's degree in business, management, public administration, criminal justice or a related degree plus two years of experience coordinating, managing and/or tracking cases. Equivalent levels of relevant experience or education may be substituted. Please submit a copy of your most recent performance evaluation with your application, if available.

**SUPPLEMENTAL RANKING FACTORS:** The following factors will be used to rate your qualifications for the position. Please describe experience, training or education that indicates your level of qualification for each factor. **Failure to respond specifically to each of the ranking factors will disqualify you from further consideration.**

1. Knowledge of standard sequential events as it relates to proceedings heard in a case.
2. Ability to coordinate work to meet deadlines and complete tasks competently and effectively with a minimal amount of supervision.
3. Ability to use a personal computer and Windows-based word-processing software.
4. Ability to maintain confidentiality and security of documents and information.
5. Ability to collect and analyze data utilizing databases and PC software to prepare statistical reports.
6. Ability to provide effective customer service by responding professionally and courteously to telephone and personal inquiries to convey accurate information to attorneys, staff and the public regarding the processing and availability of transcripts.

**SELECTION PROCESS:** After review of applications and ranking factor responses, a structured oral interview and a writing exercise may be required of the highest qualified candidates.

**Submit Court Application and Ranking Factors to:**

DC Courts, Human Resources Division, 500 Indiana Avenue NW, Washington, DC 20001.

For further information call (202) 879-0496, FAX (202) 879-4212 or visit our web site at [www.dccourts.gov](http://www.dccourts.gov)

It is the policy and practice of the District of Columbia Courts to hire and promote employees based on qualifications and merit only, without regard to race, color, religion, sex, age, disabilities, national origin, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, source of income, or place of residence or business.

